

GENERAL DEFINITION OF WORK:

Performs intermediate skilled work inspecting, maintaining and repairing a variety of vehicles and equipment; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Inspecting, maintaining and repairing automotive and construction equipment; troubleshooting problems; maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Inspects equipment, school buses and vehicles; makes repairs to buses, equipment and vehicles, such as repairs to air brake systems, hydraulic brakes, wheel bearings, water pumps, lighting, stop arms, tires and wheels, transmissions, fuel filters, rear differentials, steering systems, exhaust systems, fuel systems, electrical systems, shocks, air compressors, driver compartment seat controls, passenger seats, windshields and windows, batteries, radiators, glass, alignment, bus interiors and floors, heater valves and cores, seat belts and safety harnesses, fan motors, mirrors and brackets and recalled items.
- Repairs collision damage; repaints vehicles; repairs and recovers seats.
- Installs reflectorized marking kits, identification decals, two-way radios, emergency equipment and camera boxes.
- Welds and fabricates tools and equipment.
- Changes oil and lubes various types of vehicles and equipment; monitors waste oil; drains and packs used filters.
- Prepares inspection sheets and work orders; maintains service records.
- Responds to road calls for breakdowns; operates wrecker, towing, and salvage (large vehicles).
- Performs minor computer repair and diagnosis.
- Cleans and sweeps work area.
- May serve as Fleet Maintenance Supervisor or Parts Manager/Service Writer when required.
- Assists with snow removal and ice control.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods, tools and equipment used in the repair of automotive passenger cars, trucks, construction and maintenance equipment; thorough knowledge and skill in the use and operation of shop tools and machinery; ability to diagnose defects in the drive trains, chassis and other components of automotive equipment; ability to detect by inspection any worn or broken automotive parts; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by courses in automotive mechanics and extensive experience in repairing automotive and power driven equipment.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects, and some very heavy work requiring exertion in excess of 100 pounds occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of state inspector and air conditioning recovery and recycling certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.